

County of San Diego  
Revised: December 6, 2000  
Reviewed: Spring 2003

**SOCIAL WORKER I**  
**SOCIAL WORKER II**  
**SOCIAL WORKER III**

**Class No. 005235**  
**Class No. 005265**  
**Class No. 005260**

**DEFINITION:**

Performs required or requested casework services assessing social service needs, making appropriate referrals, and providing information to individuals eligible for social services; and performs related work.

**DISTINGUISHING CHARACTERISTICS:**

The Social Worker class series is the professional social work series responsible for performing a wide variety of casework assignments related to social, educational, physical and psychological dysfunctions. Positions in these classes are allocated primarily to the Health and Human Services Agency (HHS). This class series is distinguished from the Eligibility Technician class series in that the latter perform technical work in determining eligibility for public assistance.

**Social Worker I:**

This is the entry-level class in the social worker series. Under general supervision, incumbents independently perform assessments, make appropriate referrals, and provide consultation and casework services to clients.

**Social Worker II:**

This is the journey-level class. Under general supervision, incumbents perform the full range of assessments and casework services in social services programs.

**Social Worker III:**

This is the lead level class. Under general supervision, incumbents are responsible for more difficult cases and provide technical guidance and training to lower classes. Incumbents may act as a supervisor in his/her absence and provide consultation for Employment, Foster Care, In-Home Support, and Licensing social workers.

**EXAMPLES OF DUTIES:**

Interviews, investigates, and employs other data gathering methods to acquire diagnostic information from children, adolescents, and adults; identifies, assesses, and treats social, educational, physical, and psychological dysfunction among referees and clients; determines program eligibility; recommends and develops service plans and placement facilities; explains qualifications to applicants wishing to be licensees for foster homes or residential care facilities; follows up on clients and evaluates treatment plans; prepares and writes professional reports, letters, and case summaries; coordinates training with employers and training programs; negotiates and executes contracts with client's employers; completes statistical surveys and research projects relevant to program activities; exchanges information with co-workers and individuals outside of the agency; reads literature, laws, and regulations related to the social work profession; attends training to develop and enhance social work knowledge and skills.

**Social Worker III only (in addition to the above):**

Provides professional case consultation to fellow workers to resolve problem situations.

## **MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Social Worker I  
II = Social Worker II  
III = Social Worker III

### **Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	
T	T	T	Human behavior theory.
T	T	T	Public relations, principles, and practices.
T	T	T	Protection and placement techniques related to children, families, and/or adults.
G	T	T	Principles and practices of social work.
G	T	T	Public social service programs on the Federal, State, and local level.
G	T	T	Rules and regulations governing the provision of social services.
G	T	T	San Diego County policies and procedures governing the provision of social services.
G	T	T	Current trends and issues in the field of social work.
G	T	T	Principles of interviewing for the purpose of acquiring diagnostic information and affecting treatment.
G	T	T	Methods of identifying and assessing social needs.
G	T	T	Psycho-social treatment modalities.
G	T	T	Various socio-economic, cultural, and ethnic trends, conditions, and expectations.
G	T	T	Community and agency resources supporting social functions.
G	T	T	Employment planning and training and job readiness techniques.

### **Skills and Abilities to:**

The following apply to all classes:

- Comprehend and apply laws, regulations, policies, and procedures relative to the provision of social services.
- Appropriately identify, assess, diagnose, and effect appropriate treatment plans utilizing community resources and psychosocial treatment modalities in meeting the needs of clients.
- Interview for the purpose of acquiring diagnostic information and effecting treatment.
- Exercise tact, objectivity, sensitivity, strategy, and judgment in dealing with a variety of people in a variety of situations.
- Communicate effectively with people of various educational, socio-economic, and cultural backgrounds.
- Establish and maintain effective and coordinated working relationships with individuals, groups, and community agencies.
- Write clear, concise, and accurate case summaries and reports.
- Counsel on budget and money management.
- Manage a large caseload within deadlines and established agency policies.

### **Social Worker III only (in addition to the above):**

- Direct and lead others.

## **EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

**Social Worker I:**

An associate arts degree, OR, 60 semester units of college credit including 24 units in behavioral sciences.

**Social Worker II:**

A bachelor's degree from a four-year college or university including 24 units in behavioral sciences.

**Social Worker III:**

1. A bachelor's degree in social welfare or social work, and experience as a social worker intern; OR,
2. A bachelor's degree and one (1) year experience as a social worker in a social services agency; OR,
3. One (1) year experience as a Social Worker II in the County of San Diego.

**Note:** Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Background:**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHSA) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the HHSA.

**Probationary Period:**

Incumbents appointed to permanent positions in the Social Worker I class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).